

CONNECTICUT STATE DEPARTMENT OF EDUCATION

TECH PREP PROGRAM CONTINUATION APPLICATION 2006-2007

Purpose: To continue the consortia Tech Prep program goals and objectives that encourages the development of four-year or six-year career and technical education programs that combine secondary and post secondary programs. These programs lead to a minimum of a two-year associate degree, two-year certificate or credit towards a bachelor's degree in a related career and technical field pursuant under the Carl D. Perkins Vocational Technical Education Act of 1998, Public Act No. 105-332, Title II.

Application Due: May 5, 2006

Published: April 2006

RFP #: 507
Revision: April 2006

Division Of Teaching And Learning Programs And Services
Bureau Of Early Childhood, Career And Adult Education

165 Capitol Avenue, Hartford, CT 06106

CONNECTICUT STATE DEPARTMENT OF EDUCATION

**Dr. Betty J. Sternberg
Commissioner of Education**

IT IS THE POLICY OF THE CONNECTICUT STATE BOARD OF EDUCATION THAT NO PERSON SHALL BE EXCLUDED FORM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION AND PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY AND PHYSICAL DISABILITY.

TABLE OF CONTENTS

	Page
I. General Information	1
II. Application for Tech Prep Continuation Application	3
III. Tech Prep Application Procedures and Requirements.....	5
APPENDICES	
Appendix A Cover Page	7
Appendix B Tech Prep Goals, Objectives and Work Plan	8
Appendix C Signature Page Members of Consortium.....	16
Appendix D ED114.....	17
Appendix E Statement of Assurances	18
Appendix F Affirmative Action	22
Appendix G Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.....	23
Appendix H Proposal Review Sheet	24
Appendix I ED114 Budget Form Object Code Descriptions	25
Appendix J Annie E. Casey Foundation Statement.....	28

TECH PREP PROGRAM APPLICATION

I. GENERAL INFORMATION

Overview

Signed into law on October 31, 1998, the Carl D. Perkins Vocational and Technical Act of 1998 (Perkins III) sets out a new vision for improving student achievement, preparing students for postsecondary education and careers. Perkins III promotes high academic standards with innovation, continuous improvement and accountability in program development and implementation.

Within the Perkins Act, the Tech Prep Program was also reauthorized as an important catalyst for secondary reform and postsecondary education improvement efforts. The Tech Prep program promotes greater student achievement, postsecondary preparation and high accountability. It promotes the use of work-based learning and new technologies as well as the encouragement of business-education partnerships. Finally, it encourages collaborative partnerships with labor and employment and training and programs that can progress from certificate and associate degree programs leading to baccalaureate degrees.

The focus of Tech Prep programs under Perkins relates to:

- integrating academic and career and technical education;
- promoting student attainment of academic and career and technical education standards;
- introducing all aspects of an industry;
- addressing the needs of individuals who are members of special populations;
- involving parents as well as employers;
- providing strong communication and linkages between secondary and postsecondary institutions;
- expanding the use of technology; and
- providing professional development to all of its partners in the consortium.

Definition of Connecticut's Tech Prep Secondary Student:

The student has indicated an intent to pursue, and is enrolled in a sequential program of study that includes mathematics, science, communication and a career course within a recognized tech prep education plan. The program includes a minimum of two years of secondary and two years of post secondary study; is carried out under a written articulation agreement; may allow the student to earn post secondary credit while in high school; and leads to a specific two-year certificate, associate's degree or a bachelor's degree in a career and technical education field.

To ensure that Tech Prep programs are of quality and high standards and have consistency statewide, the following seven (7) Tech Prep program goals have been incorporated into this request for proposal:

1. **Commitment of Leaders** – To secure a long-term commitment for Tech Prep education from leaders in business, industry, government, education, community and the family, thereby enriching collaborative partnerships.
2. **Articulation Agreements** – To establish horizontal and vertical articulation among all levels of educational institutions.
3. **Relevancy of Instruction** – To evaluate courses and programs (both academic and technical) on an ongoing basis to determine appropriateness and relevancy of content and methodology.
4. **Educate Stakeholders** – To provide professional development and technical assistance regarding the changes taking place in the world of work and how Tech Prep education addresses those changes for all stakeholders (students, parents, teachers, counselors, administrators, business/industry, policy makers, and the community).
5. **Enrich Career Guidance** – To improve and strengthen career guidance.
6. **Resourceful Marketing** – To communicate the vision, scope and implantation of Tech Prep education to all stakeholders (students, parents, teachers, counselors, administrators, business/industry leader, policy makers, and the community).
7. **Systematic Review and Revision** – To monitor the effectiveness of Tech Prep Education and provide feedback regarding achievement of established goals to all stakeholders.

Eligible Applicants

Consortia consisting of a two-year or four-year post-secondary institution and one or more local educational agencies and/or area technical high schools are eligible to apply. The consortium may also include one or more of the following:

Nonprofit institutions of higher education which offer a two-year associate degree program, two-year certificate program or four-year baccalaureate program and meet with the requirements of Higher Education Act section 102 and are eligible to participate in the Stafford loan program and which are qualified as institutions of higher education pursuant to section 102 of the Higher Education Act of 1965, including institutions receiving assistance under the Tribally Controlled Community College Assistance Act of 1978, including tribally-controlled community colleges; tribally-controlled post secondary vocational and technical institutions or a two-year apprenticeship program that follows secondary instruction, if such nonprofit institutions of higher education are not subject to a default management plan as required by the Secretary;

or

proprietary institutions of higher education which offer a two-year associate degree program and are qualified as institutions of higher education pursuant to section 102 of the Higher Education Act of 1965 if such proprietary institutions of higher education are not subject to a default management plan as required by the Secretary.

Lead Agency

The lead agency for each consortium will be the two-year or four-year post-secondary institution. Consortia may include institutions of higher education that award baccalaureate degrees, employers and labor organizations.

Special Consideration

Grants must give special consideration to:

- providing effective employment placement activities and /or transferring students to four year baccalaureate degree programs;
- developing programs in consultation with business, industry, labor unions and institutions of higher education that award baccalaureate degrees;
- addressing school dropout prevention and the needs of special populations;
- providing education and training in areas or skills in which there are significant workforce shortages, including the information technology industry;
- helping students to meet high academic, career and technical education standards;
- assisting students in attaining employability competencies;
- providing opportunities to students for nontraditional training and employment; and
- assisting students in the attainment of a secondary diploma, skill certificate or post-secondary degree.

Fiscal Agency

The fiscal agent for each consortium may be either the 2-year or 4-year secondary institution or one of the participating local education agencies.

II. APPLICATION FOR TECH PREP EDUCATION

The State's General Purpose

Encourage the development and implementation of 4-year or 6-year career and technical education programs that combine secondary and post secondary programs which (a) lead to a two-year associate degree or two-year certificate in a related applied educational field or a baccalaureate degree in a career field; (b) provide technical preparation in at least one field of engineering technology, applied science, mechanical, industrial, or practical art or trade, or agriculture, health, business or applied economics; (c) build student competence in math, science, and communications (including through applied academics); (d) build student competence in math, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics and integrated instruction, in a coherent sequence of courses; (e) have a common core of required proficiency in math, science, reading, writing, communications and technologies; (f) strengthen the applied academic component of career and technical education through the integration of academic and career and technical education; (g) are four to six years in duration; (h) consist of at least two years of secondary school preceding graduation and two or more years of higher education or apprenticeship programs of at least two years; (i) leads to high skill, high wage employment or further education; (j) result in an integral or systemic change in delivery of the career and technical education curriculum; and (k) use work-based or work-site learning in conjunction with business and all aspects of the industry.

Proposal Review and Evaluation

Each proposal will be reviewed by a team of evaluators and the proposals will be rated according to the evaluation criteria contained in Appendix H.

Disposition of Applications

Applicants will be notified of the acceptance or rejection of their proposals within approximately four (4) weeks of the submission deadline date. If a proposal is selected for funding, a grant will be initiated by the Bureau of Career and Adult Education. The content and cost of proposals are subject to negotiation prior to the final contract. Notification of the grant award will be issued by the Associate Commissioner of the Division of Teaching and Learning Programs and Services. The level of funding and effective dates of the project will be set forth in the notification of the grant award.

Funding

This proposal is being funded in the final year of the Perkins legislation. Grantees will be required to submit a budget for the July 1, **2006**-June 30, **2007**. Programs will be required to demonstrate success for the July 1, 2005-June 30, 2006 funding year in order to be funded for the July 1, **2006**-June **30, 2007** year. Funding is subject to the availability of federal funds and the state's allocation of funds.

Tech Prep Funding Distribution	
Student Enrollment	Funding Available
0-99	Up to \$50,000
100-699	Up to \$65,000
700 or above	Up to \$120,375

Uses of Funds:

Articulation

- Establishment of new articulation agreements (administrative cost)

Curriculum

- Curriculum development and alignment;
- Program equipment (equipment intended for non-instructional purposes will not be approved);
- Released-time reimbursement to permit in service training or curriculum development;
- Instructor reimbursement for curriculum development conducted after hours; and
- Instructional purchases to ensure program compatibility.

Student opportunities

- Special services to assure the participation of students who are members of special populations and nontraditional training; e.g., recruitment, tutoring, mentoring, seminars, workshops, etc.;
- Preparatory services for students (including students in the 9th and 10th grades) enrolled or planning to enroll in Tech Prep (recruitment, tutoring, summer or after school activities, etc.);
- Guidance and career counseling;
- Work-based learning experience placement and monitoring of students; and
- Transitional services.

Professional development

- Technical and Academic courses
- Faculty and staff workshops and seminars
- Data collection and analysis
- Released-time reimbursement to permit in service training or curriculum development
- Inservice trainers

Accountability and sustainability

- Student tracking/ record keeping (administrative cost)
- Accountability and sustainability measures (administrative cost)
- Evaluation including portfolios (administrative cost)

Grant Awards

The State Department of Education (SDE) reserves the right to make grant and contract awards under this program without discussion with the applicants; therefore, proposals should represent the applicant's best effort from both a technical and cost standpoint. All awards are subject to the availability of federal funds. Grants are not final until the award letter is executed.

Reporting

Three (3) copies of the **End of the Year Report** and (3) copies of all published materials are required for all projects, which have been funded, by the Carl D. Perkins Vocational and Technical Education Act. The report and materials will be submitted by **August 31, 2006** to:

**Dr. Diane Ross Gary, Tech Prep Manager
Division of Teaching and Learning Programs and Services
Bureau of Early Childhood, Career and Adult Education
165 Capitol Ave, Room #363
Hartford, CT 06106**

Tel: (860) 713-6593

III. TECH PREP APPLICATION PROCEDURES AND REQUIREMENTS

1. A complete application includes:

- Appendix A: Cover Page
- Appendix B: Tech Prep Goals, Objectives and Work Plan
- Appendix C: Signature Page Members of Consortium
- Appendix D: ED114
- Appendix E: Statement of Assurances
- Appendix F: Affirmative Action

- Appendix G: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Appendix H: Proposal Review Sheet

APPENDIX A: COVER PAGE

TITLE OF PROJECT:

APPLICANT ORGANIZATION:

(Name and address of college or university)

FISCAL AGENT:

(Name and address of college or university)

INITIATED BY:

(Full name, position, telephone number and extension of person responsible for developing the proposal)

PROJECT DIRECTOR:

(Full name, position, address and telephone number of person who will be in charge of the project)

SUBMITTED BY:

(Full name, position, telephone number and extension of person authorized to commit agency to the project if it is selected)

SIGNATURE:

DURATION OF PROJECT:

July 1, **2006** to June 30, **2007**

PROJECT COSTS:

Total Federal Funds Requested:

\$ _____

Total Matching Funds (if any):

\$ _____

Total Project Cost:

\$ _____

APPENDIX B: TECH PREP GOALS, OBJECTIVES AND WORKPLAN

An action plan must be completed for the following time period.

FY 2007 (July 1, 2006 – June 30, 2007)

The Action Plan Matrix should indicate how your consortium's objectives accomplish the seven **Careers** Goals on the following pages. State each objective in action format, followed by a description of activities or **HOW** it will be accomplished, **WHO** will be responsible for accomplishing it; and the outcome or **WHAT** will be accomplished.

In addition, each objective must consider:

- Ensuring the success of special populations and minorities.
- Ensuring gender equity.
- Involvement of business, industry, and labor.
- Joint development and participation by secondary/postsecondary personnel.

FISCAL YEAR 2006-2007 ACTION PLAN

GOAL #1: Commitment of Leaders – To secure a long-term commitment for Tech Prep education from leaders in business, industry, government, education, community and the family, thereby enriching collaborative partnerships.

Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

FISCAL YEAR 2006-2007 ACTION PLAN				
GOAL #2: Articulation Agreements – To establish horizontal and vertical articulation between and among all levels of educational institutions.				
Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

FISCAL YEAR 2006-2007 ACTION PLAN				
GOAL # 3: Relevancy of Instruction – To evaluate courses and programs (both academic and technical) on an ongoing basis to determine appropriateness and relevancy of content and methodology.				
Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

FISCAL YEAR 2006-2007 ACTION PLAN

GOAL #4: Educate Stakeholders – To provide professional development and technical assistance regarding the changes taking place in the world of work and how Tech Prep education addresses those changes for all stakeholders (students, parents, teachers, counselors, administrators, business/industry leader, policy makers, and the community).

Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

FISCAL YEAR 2006-2007 ACTION PLAN				
GOAL # 5: Enrich Career Guidance – To improve and strengthen career guidance.				
Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

FISCAL YEAR 2006-2007 ACTION PLAN

GOAL # 6: Resourceful Marketing – To communicate the vision, scope and implantation of Tech Prep education to all stakeholders (students, parents, teachers, counselors, administrators, business/industry leader, policy makers, and the community).

Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

FISCAL YEAR 2006-2007 ACTION PLAN				
GOAL # 7: Systematic Review and Revision – To monitor the effectiveness of Tech Prep Education and provide feedback regarding achievement of established goals to all stakeholders.				
Objectives	Activities	2006-2007	Responsible Party(s)	Outcomes

APPENDIX C: SIGNATURE PAGE

The following Consortium Partners Agreed to the Tech Prep Partnership and will support the proposal that is being submitted for the 06-07 Grant Year.

All signatures must be original.

Name: _____ **Title:** _____

School: _____

Address: _____

Name: _____ **Title:** _____

School: _____

Address: _____

Name: _____ **Title:** _____

School: _____

Address: _____

Name: _____ **Title:** _____

School: _____

Address: _____

Name: _____ **Title:** _____

School: _____

Address: _____

APPENDIX D: ED 114
Include a Budget Narrative

ED114 FISCAL YEAR 2007

Funding Status:

GRANTEE NAME:		TOWN CODE:
GRANT TITLE: CARL D PERKINS VOC. & TECH. EDUC. ACT PROJECT TITLE: TECH PREP CORE – CT CLASSIFICATION: FUND: 12060 SPID: 20848 PROGRAM: 84013 BUDGET REFERENCE: 2007 CHARTFIELD1: 170002		
GRANT PERIOD: 07/01/06- 06/30/07 AUTHORIZED AMOUNT: \$		
AUTHORIZED AMOUNT by SOURCE: LOCAL BALANCE: \$		CURRENT DUE:\$ CARRY-OVER DUE:\$
CODES	DESCRIPTIONS	BUDGET
111A	ADMINISTRATOR/SUPERVISOR SALARIES	
111B	TEACHERS	
112A	EDUCATION AIDES	
112B	CLERICAL	
119	OTHERS	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
330	OTHER PROFESSIONAL TECHNICAL SERVICES	
510	PUPIL TRANSPORTATION	
530	COMMUNICATIONS	
580	TRAVEL	
590	OTHER PURCHASED SERVICES	
611	INSTRUCTIONAL SUPPLIES	
641	TEXTBOOKS	
700	PROPERTY	
940	INDIRECT COSTS	
	TOTAL	

ORIGINAL REQUEST DATE	STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	DATE OF APPROVAL
REVISED REQUEST DATE		

APPENDIX E: STATEMENT OF ASSURANCES

PROJECT TITLE: _____

THE APPLICANT: _____ HEREBY ASSURES THAT:
(Insert Agency)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit;

L. Required Contract Language

1. For purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, "sexual orientation" means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

2. (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such

contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission, advising the labor union or worker's representative of the contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said commission pursuant to said sections; (e) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3. Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
4. The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
5. The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
6. The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
7. (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any matter prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective

bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission on human rights and opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to sections 46a-56 of the general statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56 of the general statutes.

8. The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. The grant award is subject to approval of the State Department of Education and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature: _____

Name (typed): _____

Title (typed): _____

Date: _____

APPENDIX F: AFFIRMATIVE ACTION PLAN

IF A CURRENT AFFIRMATIVE ACTION PLAN IS ON FILE WITH THE STATE DEPARTMENT OF EDUCATION, COMPLETE THE STATEMENT WRITTEN BELOW AND SUBMIT AS PART OF THE PROPOSAL.

IF A CURRENT AFFIRMATIVE ACTION PLAN IS NOT ON FILE, COMPLETE THE AFFIRMATIVE ACTION PACKET AND SUBMIT AS PART OF THE PROPOSAL.

CERTIFICATION THAT A CURRENT
AFFIRMATIVE ACTION PLAN IS ON FILE

I, the undersigned authorized official, hereby certify that the current affirmative action plan of the applying organization/agency is on file with the Connecticut State Department of Education. The Affirmative Action Plan is, by reference, part of this application.

Signature of Authorized Official

Date

Print Name of Authorized Official

**APPENDIX G: Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Lower Tier Covered Transactions**

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary takeover~ transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of roles implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by *this* clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant

PR/AWARD Number and/or Project Name

Printed Name and Title of Authorized Representative

Signature

Date

APPENDIX H: PROPOSAL REVIEW SHEET

EVALUATION CRITERIA

Tech Prep Program Proposal

Eligible Applicant: _____

General

- | | | |
|--|------------------------------|-----------------------------|
| • Cover Page completed correctly (Appendix A) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Table of Contents included | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Action Plan Matrix completed (Appendix B) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Letter of Intent to Participate (Appendix C) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Signed Statement of Assurances (Appendix E) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Signed Affirmative Action (Appendix F) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Signed Certification Form (Appendix G) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Evaluation Criteria	Acceptable	Unacceptable
SEVEN REQUIRED GOALS:		
1. Commitment of Leaders		
2. Articulation Agreements		
3. Relevancy of Instruction		
4. Educate Stakeholders		
5. Enrich Career Guidance		
6. Resourceful Marketing		
7. Systematic Review and Revision		
CONSORTIUM		
Joint project(s) are identified		
Sufficient funds have been targeted for the joint project(s)		
District staff members have been identified		
Fiscal agent has been identified		
ED 114		
Narrative with line item explanation and justification		
Administrative funds are within 5%		

Summary Comments

Strengths:

Weaknesses:

Reviewer's Name: _____

Date: _____

Signature: _____

APPENDIX I: ED 114 BUDGET FORM
OBJECT CODE DESCRIPTIONS

- 111A Administrator/Supervisor Salaries
Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.
- 111B Teachers
Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A Education Aides
Salaries for grantee employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B Clerical
Salaries for grantee employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119 Other
Salaries for any other grantee employee not fitting into objects 111A, 111B, 112A, or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators' salaries, and food service personnel.
- 200 Personal Services - Employee Benefits
Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A, 111B, 112A, 112B or 119. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.
- 321 Tutors (Instructional Non-Payroll Services)
Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

- 322 In-service (Instructional Program Improvement Services)
Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Services (Non Payroll Services)
Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.
- 330 Other Professional/Technical Services
Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc. Do not include the cost of an independent auditor in this category.
- 510 Pupil Transportation
Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.
- 530 Communication
Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.
- 580 Travel
Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per-diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.
- 590 Other Purchased Services
All other payments for services rendered by organizations or personnel not on the GRANTEE payroll not detailed in 510, 530, 560, 580, or 590. These include: Insurance Costs (other than employee benefits) - payments for all types of insurance coverage including property, liability and fidelity, Printing and Binding - publication costs, and Advertisement - any expenditures for announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads, and the purchase and sale of property.
- 611 Instructional Supplies
Expenditures for consumable items purchased for instructional use.
- 641 Textbooks
Expenditures for textbooks, workbooks, textbook binding and repair.
- 700 Property
Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only. Other items which could be included in this category if allowable under grant legislation are expenditures for the acquisition but not the rental of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 400 - Purchased Property Services.

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year.

940 Indirect Costs

Costs incurred by the grantee, which are not directly related to the program but are a result thereof. Beginning Fiscal Year 1998, grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note however, that grantees, who receive the majority of their grant funds other than through the Connecticut State Department of Education, may use the rate approved by another federal agency.

APPENDIX J. ANNIE E. CASEY FOUNDATION STATEMENT

All RFP's for competitive grants related to at risk youth must contain the uniform language that follows:

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation that:

- (1) the collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the department;
- (2) the proposal or application submitted provides information detailing the activities which assure priority access to services to children, youth and families referred by the collaborative oversight entity; and
- (3) the application shall designate someone to act as liaison for the referral process.